



# *City of Seat Pleasant*

*Finance Department*

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## **A CITY OF EXCELLENCE SMART CITY**

**“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”. Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.**

**Department: Finance**

**Date of Report 08-13-18**

**Reporting Period 6-01-2018 to 6-30-2018**

- 1. With the use of the NetSuite Accounting System the Finance Department electronically verified and processed 195 purchase orders during the month of June. Out of the 195 purchase orders 122 payments were sent out as checks. Out of those 141 checks 11 were Red Light camera checks, 34 were Speed Camera checks, and 77 were General Fund checks. Out of the 195 purchase orders entered 37 were paid via online ACH payment or Wire Transfer. 2 came out of the Red Light Camera Account, 6 came out of the Speed Camera account, while 37 came out of the General Fund account. To ensure faster payments, the Finance office is always looking for new ways to get money out to our vendors.**
- 2. As The Finance department enters the new fiscal year, the focus has been to continue with the digitization of documents. As of June 30<sup>th</sup>, the department has scanned in about 35% of the documents that no longer need a physical copy.**
- 3. The Finance department is happy to announce that the audit has finally been completed. This was a long journey but the draft has been completed and should be ready to be presented before the council soon.**

**Revenue**

<b>Revenue Center #</b>	<b>Revenue Center Name</b>	<b>Amount</b>
4030	Personal Property Taxes	\$ 77,617.00
4050	MD State Income Tax	\$ 76,884.87
4060	Highwat User Tax	\$ 4,590.79
4070	Police State Aid	\$ 58,146.75
4090	Property Liens	\$ 18,126.50
4115	Foreclose/Vacant Property Registration	\$ 900.00
4116	Vacant Lot Registration	\$ 75.00
4120	Vehicle Releases	\$ 4,725.00
4130	Parking Citations	\$ 477.50
4150	Offender Based Funding - Speed Camera	\$ 70,345.03
4155	Offender Based Funding - Red Light Camera	\$ 66,575.93
4157	Prior Year Collections - Speed Camera	\$ 6,401.40
4160	Business License	\$ 31,552.80
4170	Single Family Rental Licenses	\$ 100.00
4190	Building Permits	\$ 7,625.93
4200	County Business License	\$ 3,343.26
4210	County Disposal Fees	\$ 3,736.00
4250	Interest - CDs & Investments	\$ 4,727.48
4255	Interest - Checking Account	\$ 13,462.65
4291	MML Sponsorship	\$ 1,500.00
4304	Vendor License	\$ 75.00
4306	LGIT-Deductible Reimbursement	\$ 250.00
4310	Copies/Faxes/Other Misc	\$ 293.94
4311	Police/Accident/Incident Reports	\$ 221.00
4313	Public Works Landscaping	\$ 185.00
4422	GOCCP-BARM	\$ 2,290.77
	<b>Total</b>	<b>\$ 454,229.60</b>

**Expenditures**

<b>Cost Center #</b>	<b>Cost Center Name</b>	<b>Amount</b>
5220	Training	\$ 202.44
5221	BFO Training	\$ 405.00
5611	Netsuite Carryover from FY17	\$ 7,652.54
	<b>Total</b>	<b>\$ 8,259.98</b>